

How to Use PRF67 Designated DCAMM Environmental Engineering, Diagnostics, and Testing Statewide Contract

Contract #: PRF67	Contract Duration: 12/02/2016 to 11/22/2019
MMARS #: PRF67*	Options to Renew: Two extensions, one year each
Contract Manager:	John M. O'Donnell – 617-727-4050 john.odonnell@state.ma.us
This contract contains: Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO), Prompt Payment Discount (PPD) Programs, Environmental Preferable Products (EPP), and environmental consulting vendors	
UNSPSC:	
77-10-00 Environmental Management	
77-10-17 Environmental Advisory Services	
77-10-20 Environmental Reporting Services	
77-10-15 Environmental Impact Assessment	
77-00-00 Environmental Services	
Last change date:	February 24, 2017

Contract Summary

Statewide Contract (SWC) PRF67 *Designated Environmental Engineering, Diagnostics, and Testing* provides a list of pre-qualified vendors for expert environmental consulting, engineering, and investigative services on all matters involving environmental and subsurface issues, including those generally described herein. Environmental consulting and engineering firms on this contract assist the Commonwealth in providing services including consultation on federal and state environmental laws and regulations, environmental assessment and remediation activities, and other environmental analyses for Commonwealth Agencies and Municipalities.

Eligible Entities that use this contract may purchase services through the development of a Statement of Work (SoW) and by establishing best value evaluation criteria, followed by the use of the Request for Quote process in COMMBUYS to obtain quotes from any of the pre-qualified vendors in the appropriate category of the contract.

Contract awards are for specialized services in one or more of the following Service Categories, including but not limited to:

- A. Media Assessments**
- B. Design and Construction Administration Services**
- C. Massachusetts Contingency Plan (MCP) Compliance Support**
- D. Permitting**
- E. Compliance**
- F. Environmental Strategy**

The contract may be expanded or further limited to the types of services which may be covered or required in the future. This may be done either by amendment or by "open enrollment" at any time during the term of the contract, including any extension periods when it is determined to be in the best interests of the Commonwealth.

Services Available

Including but not limited to the following service category summaries (N.B: some services are offered in more than one category). Please use this list or refer to the scope as specified in PRF67RFR in order to select the appropriate Service Category. **For full details of services offered please refer to the PRF67RFR.**

A. Media Assessments

1. Air Quality Consulting
2. Hazardous Material Inventories
3. Asbestos Consulting
4. Asbestos Sampling and Analytical Services
5. Polychlorinated Biphenyl (PCB) Consulting
6. Ecological Services
7. Facility Assessment

B. Design and Construction Administration Services These services are for designer-related activities associated with projects anticipated to be Chapter 30 §39M construction projects including:

1. Develop subsurface investigation programs
2. Develop field and laboratory physical and engineering properties programs
3. Evaluate existing and post-construction drainage conditions
4. Assess constructability of the selected design
5. Develop work plans for vibration, dust, and noise monitoring
6. Perform cut and fill calculations



7. Develop construction cost estimates and schedules.
8. Provide required details illustrating critical elements of the work.
9. Prepare basis of design documents
10. Check samples, schedules, shop drawings and other submissions of the Contractor
11. Obtain testing of materials
12. Conduct Construction Monitoring Activities
13. Perform site visits throughout the stage of construction
14. Chair weekly construction meetings
15. Evaluate proposed change orders
16. Conduct semi-final and final inspections of the work
17. Furnish Record Drawings

C. Massachusetts Contingency Plan (MCP) Compliance Support

These services include any work required by the Massachusetts Contingency Plan (MCP) including:

1. Environmental Engineering services
2. Health and Risk Assessments
3. Reports, field work, scientific determinations and other services that classify, sample, test, and describe the type and extent of contamination of the environment by releases of oil or hazardous materials and the range of feasible alternatives, costs, contracting specifications and plans needed to address such contamination.

D. Permitting

1. Massachusetts Environmental Policy Act (MEPA)
2. National Environmental Policy Act (NEPA)
3. Massachusetts Historical Commission (MHC)
4. Wetlands Permitting
5. Air Emission Permitting
6. Wastewater Permitting

E. Compliance

1. Soil sampling and analysis
2. Groundwater/surface water sample collection and analysis
3. Landfill gas sampling and analyses
4. Inspection and maintenance of disposal areas for erosion and cover integrity
5. Preparation and submission of required regulatory documents describing the aforementioned activities

F. Environmental Strategy

1. Environmental Consulting Services for environmental tasks relating to the acquisition, transfer and development of land, rehabilitation of existing state buildings, and the design and construction of new facilities
 - a. Identification of applicable permits

- b. Assessment of potential environmental concerns and possible solutions
- c. Development of decision trees to identify key activities and possible ramifications of associated activities
- d. Development of permitting and regulatory agency review schedule

Benefits and Cost Savings

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregating projects and volume can be established with vendor for common themes and best value.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allows for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.
- Pre-qualified vendors' business profiles are available for purchasing entities to review.
- Contract documents are located in one central location in COMMBUYS.
- Vendor Appraisal Management Form (VAMF) allows users of the contract to appraise vendors' performance on specific projects.

Vendor Performance Evaluation Form allows users of the contract to appraise vendors' performance on specific projects. Please see form in Appendix for more information.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options (All Categories)

Purchase Options:

The acquisition method for PRF67 is fee for service. Compensation will be project/task based and be based upon the hourly rates identified in the Unit Cost Form, contained within the Bid Response Forms Package. Negotiated project rates may be published by the Eligible Entities as part of the bid records in COMMBUYS. See Appendix 4 in PRF67RFR for details on reimbursements, allowable and unallowable charges under the resulting contract, and subcontractor markup as well as mileage and additional fees that may arise through any provided services.

Multiple Quotes Requirement:

The Commonwealth and its Eligible Entities must solicit at least three written quotes for projects over \$10,000 against the appropriate PRF67 Master Blanket Purchase Order (s) in COMMBUYS. *For full public purchasing requirements, see M.G.L c 30 §39M.* Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

Compensation Structure/Pricing & Expenses:

The compensation structure for the PRF67 contract is according to individual projects as described and agreed to in the SoW and the accepted bidder response. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

Project Pricing: Negotiated project rates may be published by the Eligible Entities as part of the records in COMMBUYS. Project rates will detail what charges are allowed and what charges are not allowed under PRF67.

Hourly Rates:

1. Cost tables/Unit Cost Form:

Hourly Rates are posted as part of the contract award process for PRF67. Compensation Structure/Pricing costs for PRF67 are based on individual projects as described in the Statement of Work (SoW) and accepted bidder response. Compensation will be based solely on the Unit Cost Form, located within the Bid Response Forms Package, supplied by the Bidder and accepted by DCAMM. Hourly rates are expected to be fully loaded. Pricing for services will be hourly. Mark up on subcontractor costs is capped at 5%. Subcontractor invoices must be submitted with all billing. For more details on allowable/unallowable charges, see Appendix 4 in PRF67 RFR.

2. Commodities: – Not applicable.

3. Services:

- i. Prevailing Wage: when applicable, prevailing wage schedules will be provided by the contracting entity. Bidders must agree to comply with the Prevailing Wage Law, as administered by the Commissioner of Labor and Workforce Development/Division of Occupational Safety (DOS), 399 Washington Street, 5th Floor, Boston MA 02108-5223, (617) 727-3492. All employees of Contractors engaged in these activities must be paid at least these rates for any work performed under a Contract resulting from this RFR when working in a public building or on a public work.

- ii. Hourly or Fixed-price fees: see the Unit Cost Form included in the Bid Response Package for Bidders' hourly rates.
- iii. Commuting Expenses: will be reimbursed at a rate not to exceed \$0.56/mile for the life of the contract.
- iv. Standard Business Expenses: may be allowed with prior authorization from a Commonwealth Agency only but in no case will the amount be more than that allowed for Commonwealth of Massachusetts employees (www.mass.gov/hrd - search for the term "Red Book").

4. Authorized Price Changes:

Vendors may invoice for less than the identified rates on the Unit Cost Form, but may not exceed those listed hourly rates (inclusive of the escalators identified on the Unit Cost Form).

Invoicing:

All bills/invoices must minimally include:

- Assignment name
- Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed
- Hourly rate: Identify account manager or other vendor agent and applicable hourly rate
- Project based: Identify portion of project billed and balance remaining, but not an average rate
- Supporting documents must accompany billing/invoicing received by an engaging entity
- Totals should be reviewed for correctness by engaging entity prior to approval
- Total billed/invoiced must meet the Commonwealth's requirements if audited
- A description of the Supplier Diversity Activities used for this project

Negotiations:

Hiring Entities are entitled and encouraged to negotiate down project rates, including ancillary services for work being conducted under this contract.

Payments:

The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. All billing must be addressed to and with the Hiring Entities providing a breakdown of costs as required.

Additional Information

Important Facts for Buyers:

Statement of Work (SOW) Requirements: This is a solution-based contract, the type of services and scope of work will be generated on a case-by-case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department's equivalent version before starting any project with a vendor. A copy of a standard SOW can be located in the "Attachments" tab of the Master MBPO for PRF67 in COMMBUYS.

Business References: The Hiring Entity may require business references, as deemed appropriate.

How to Purchase from PRF67 MBPO through COMMBUYS

- This contract was awarded to 46 vendors and these vendors are listed in COMMBUYS. Each Service Category has been assigned a unique Master Blanket Purchase Order (MBPO) number as shown in the chart below:

PRF67 SERVICE CATEGORIES	MBPO Numbers
Contract Documents Master File: PRF67 Environmental Engineering, Diagnostics, and Testing Designated DCAMM	PO-17-1019-DCP07-OFA02-9400
A. Media Assessments	PO-17-1019-DCP07-OFA02-9274
B. Environmental Design and Construction Administration Services	PO-17-1019-DCP07-OFA02-9269
C. Massachusetts Contingency Plan (MCP) Compliance Support	PO-17-1019-DCP03-OFA02-9941
D. Permitting	PO-17-1019-DCP07-OFA02-9271
E. Compliance	PO-17-1019-DCP07-OFA02-9272
F. Environmental Strategy	PO-17-1019-DCP07-OFA02-9270

Step-by-Step User Instructions for creating a COMMBUYS Request for Quote (RFQ):

How to select a Service Category and associated Vendors for your RFQ

- Before you select a set of vendors you must know which Service Category best serves your needs. Please refer to the Service Category Scope summaries listed above.
- Go to www.commbuys.com to log in.
- Once Logged into COMMBUYS, click on the word **Advanced** next to the spyglass icon at the top of the screen.
- From the **Select Document Type** dropdown, select **Contract/Blankets**.
- Enter "PRF67" in the **Description** field and click "**Search**."
- Select the MBPO labeled "Contract Documents: PRF67 Environmental Engineering, Diagnostics, and Testing Designated DCAMM."
- Click on **Attachments** Tab and locate and download the Service Category Vendor Profile Document for the category you intend to use. These Profiles contain short descriptions provided by each vendor of their expertise and available services in that particular Service Category.

How to Send a Request for Quote (RFQ) through COMMBUYS

- Once Logged into COMMBUYS, click on the plus sign next to the COMMBUYS logo, top left of page; select REQUISITION from the drop-down menu
- **General Tab**
 - In the drop-down menu for **Requisition Type**, be sure to select “Release.”
 - On the right hand side, enter a Short Description of your scope of work.
 - Select **Solicitation Enabled**.
 - Click on **Save and Continue**.
- **Items Tab** - This Tab will allow you to search and add items from any of the six PRF67 MBPOs; **Only one MBPO (Service Category) however, can be used per requisition.**
 - Select **Search Items** and click the “+” to open **Advance Search** fields.
 - Type “PRF67” into the **Description** field and click “Find It.”
 - Select the appropriate MBPO.
 - Add **Quantity** of 1
 - Click **Add to Req. & Exit**.
 - Click on **Item #**, add \$1.00 in **Catalog Price/Unit Cost** field (If you have an estimated price, you can consider using it instead of the \$1.)
 - A **Distributors Tab** will have appeared; got to that tab. All vendors will appear selected as the default. You may deselect vendors if you wish.
 - Scroll to the bottom and click “**Save & Continue**.”
 - Please follow the quote requirements when selecting vendors under the vendor sub tab.
- **Address Tab**
 - Enter the Bill To and Ship To address for the Purchasing Entity.
- **In the Attachment Tab, you will need to attach the following:**
 - Statement of Work.
 - Any other bid document (s) at your discretion.
- **Go to the Summary Tab**
 - Review your Solicitation Enabled Release Requisition.
 - Click **Submit for Approval**.
 - Click **Send**.

How to convert your Release Requisition into a Bid and send it to your selected vendors for quote.

- **Locate your approved Requisition (Documents > Requisitions > Ready for Purchasing)**
- **Summary Tab**
 - The requisition will open in the **Summary Tab**; scroll to the bottom.
 - Click **Convert to Bid**.
- **Locate your Bid (Documents> Bids> In-progress)**
- **General Tab: Complete the following fields**
 - **Available Date** – Enter the date the Bid (solicitation) is made available to vendors to submit quotes. Click the calendar icon to set the desired month, day, and time.
 - **Bid Opening Date** – date the Bid will close and quotes can be opened for viewing. Click the calendar icon to set the desired month, day, and time.
 - **Informal Bid** – check box if you wish to view quotes as submitted (prior to the Bid Opening Date). Note: This option should only be used for closed bids to vendors on contract.
 - Purchase Method:-Option should default to Open Market. If not then select Open Market from the drop down menu.
 - Click **Save and Continue**.
- **Review information on Items, Address, and Attachment Tabs (all data should have been brought over from the requisition)**
- **Bidders Tab**
 - There is no **Vendor tab** on the Bid. All Vendors entered on the requisition are now listed as **Bidders**.
 - **Restricted Bid** – if not already done, click the radio button next to **Restricted Bid**, to ensure that only selected vendors can view and respond.
 - **Prices** – if you want vendors to see your price, select the **Show Unit Prices to Vendors** checkbox at the bottom of the page.
 - **Hide Bid Holder List on Vendor Side** – this checkbox may already be checked. This hides the Vendor list from all responding Vendors. Uncheck if desired.
 - **Additional Bidders**: To add more Bidders, click **Lookup & Add Vendors** button.
 - If you made any changes, click **Save & Continue**.
- **Q&A Tab**
 - To dialogue with vendors, select the **Allow vendor to submit questions** checkbox.
 - If you would like COMMBUYS to notify you when a vendor submits a question, select the **Send notification when vendor submitting question** checkbox.

- If you wish to display the dialogue on the Web, select the **Show on Web** checkbox. The **Show Original Vendor Only** checkbox is available if appropriate.
- If you made any changes, click **Save & Continue**.
- **Summary Tab**
 - Review the bid information.
 - Scroll to the bottom of the page and click the **Submit for Approval** button.
 - A pop up message appears asking if you want to submit this bid.
 - Click **OK**.
 - Once the bid is approved, return to the **Summary tab** and scroll to the bottom of the page and click the **Send Bid** button.
 - This will notify any vendor listed on the bid and post it on COMMBUYS allowing the selected vendors to search for it and submit quotes.

Bid management and award

- For information on how to manage your Bid, review bid submissions, and make an award, please see the [Job Aids for Buyers](#) on the COMMBUYS website labelled [How to Score and Award a Bid in COMMBUYS](#).

How to locate Distributor Model Master Blanket Purchase Orders (MBPOs) when not logged into COMMBUYS:

Navigate to www.COMMBUYS.com

- Click on Contract and Bid Search.
- Select "Contract/ Blankets."
- Type in "PRF67" in the "Contract/ Blankets Description" search field to find the distributor model Master Blanket Purchase Orders (MBPOs) for the Service Categories listed above.

If you need assistance with COMMBUYS contact the COMMBUYS Help Desk at:
COMMBUYS@state.ma.us or 1-888-627-8283 or 617-720-3197 during normal business hours (8am - 5pm ET Monday - Friday)

Strategic Sourcing Team Members

Name	Departments
Allen Wiggin	Division of Capital Asset Management & Maintenance
Robert Huke	Division of Capital Asset Management & Maintenance
John O'Donnell	Division of Capital Asset Management & Maintenance
Frank Nakashian	Division of Capital Asset Management & Maintenance
Alan Tilstone	Division of Capital Asset Management & Maintenance
Sorraia Tavares	Operational Services Division

Vendors Contact Information

- Refer to www.COMMBUYS.com
 - Click on “Advanced Search” to search by “ Document Type”
 - Select “Contract/ Blankets,”
 - Type in “PRF67” in the “Contract/ Blankets Description” search field to all Master Blanket Purchase Orders (MBPOs) for the Awarded Vendors.
 - **Awarded PRF67 vendors are listed below.**

Vendor Name	Contract Manager	Email Address	Phone
ABT Associates Inc.	Krista Pages	Krista_pages@abtassoc.com	301-347-5829
AECOM	Christopher Mitchell	Chris.b.mitchell@aecom.com	978-905-2232
Alares, LLC	Donald Maggioli	dmaggioli@alaresllc.com	617-481-6390
AMEC Massachusetts, Inc.	Kirsteen Toro	Kirsteen.toro@amecfw.com	978-392-5318
Apex Companies, LLC	Grayden Vandament	gvandament@apexcoss.com	617-728-0070
ATC Group Services, LLC	Kelly Hurstak	Kelly.hurstak@atcassociates.com	781-404-1303
Capaccio Environmental Engineering	Lisa Wilk	lwilk@capaccio.com	508-970-0033
CDW Consultants, Inc.	Joanne Scannell	jscannell@cdwconsultants.com	508-875-2657, x14
Civil & Environmental Consultants, Inc.	Barry Van Laarhoven	bvanlaarhoven@cecinc.com	774-501-2176
Clean Harbors Environmental Services	Jesse Platt	Platt.jesse@cleanharbors.com	781-792-5000
Coneco Engineers & Scientists, Inc.	R. Lincoln	rlincoln@coneco.com	508-697-3191
Cushing, Jammallo & Wheeler, Inc.	Joseph Jammallo	jjammallo@cjw-env.com	978-368-6320
Eastern Research Group	John Wilhemi	john.wilhemi@erg.com	781-674-7312
EBI Consulting	Vinson Lesinski	vlesinski@ebiconsulting.com	617-715-1865
EFI Global, Inc.	Keith Pokorny	Keith_pokorny@efiglobal.com	781-983-2708
Environmental Health & Engineering, Inc.	Toby Kasavana	Tkasavana@eheinc.com	781-247-4300



Vendor Name	Contract Manager	Email Address	Phone
Environmental Strategies & Management , Inc.	Douglas Heely	dheely@esm-inc.com	508-226-1800
Envirotrac, LTD.	Sean Kennedy	seank@envirotrac.com	781-793-0074
Epsilon Associates, Inc.	Dwight Dunk	ddunk@epsilonassociates.com	978-461-6226
Ernst & Young LLP	Debra Cammer Hines	debracammer.hines@ey.com	617-585-1981
FS Engineers, Inc.	Farooq Siddique	fsiddique@fsengrs.com	978-298-5956
Fuss & O'Neill, Inc.	Timothy St. Germain	tgermain@fando.com	413-452-0445, x 4412
GEI Consultants, Inc.	Ileen Gladstone	igladstone@geiconsultants.com	781-721-4000
GeoInsight, Inc.	Michael Webster	mjwebster@geoinc.com	978-679-1600
Green Environmental, Inc.	Glenn Ferguson	gferguson@greenenvironmental.com	617-479-0550
GZA GeoEnvironmental, Inc.	William Norman	William.norman@gza.com	781-278-3829
Horsley Witten Group, Inc.	Joseph Longo	jlongo@horsleywitten.com	508-833-6600
HRP Associates, Inc.	L. Andrew White	Andy.white@hrpassociates.com	860-674-9570
ICF Incorporated LLC	Donna Murray	donna.murray@icfi.com	703-472-3104
Lightship Engineering, LLC	Timothy Condon	tcondon@lightshipengineering.com	508-830-3344, x120
Mabbett & Associates, Inc.	Christopher Mabbett	cmabbett@mabbett.com	781-275-6050, x311
Milone & MacBroom, Inc.	Mark Arigoni	marigoni@mminc.com	413-241-6920
Nobis Engineering, Inc.	Kenneth Koornneef	kkoornneef@nobiseng.com	978-683-0891
Normandeau Associates, Inc.	John Mokas	jmokas@normandeau.com	603-472-5191
OccuHealth, Inc.	Thomas Hamilton	T_hamilton@occuhealth.com	508-339-9119, x212



Vendor Name	Contract Manager	Email Address	Phone
O'Reilly, Talbot & Okun, Inc.	James Okun	okun@oto-env.com	413-788-6222
Pare Corporation	Andrew Chagnon	achagnon@parecorp.com	508-543-1755
Proscience Analytical Services, Inc.	Harvey Yee	Accounting@proscience.net	781-935-3212
Ransom Consulting, Inc.	Timothy Snay	tsnay@ransomenv.com	978-465-1822
SAK Environmental, LLC	Stephen Sakkeeney	ssakakeeny@sakenvironmental.com	978-688-7804, x112
Sanborn, Head & Associates, Inc.	Patricia Pinto	ppinto@sanbornhead.com	978-577-1012
Sovereign Consulting, Inc.	David Billo	dbillo@sovcon.com	508-339-3200
Stantec Consulting Services, Inc.I	Robert Nicoloro	Robert.nicoloro@stantec.com	978-577-1406
SWCA dba N.E. Environmental, Inc.	Julie Marcus	jmarcus@swca.com	413-256-0202
Tighe & Bond, Inc.	Marc Richards	mjrichards@tighebond.com	508-471-9642
TRC Environmental Corp.	Paul Arnold	parnold@trcsolutions.com	978-656-3602
The Vertex Companies, Inc.	Gregory Sampson	gsampson@vertexeng.com	401-714-4143
Vanasse Hangen Brustlin, Inc.	J. San Antonio	jsanantonio@vhb.com	617-924-1770
Watermark Environmental, Inc.	John Haley	johnh@watermarkenv.com	978-452-9696
Weston & Sampson Engineers, Inc.	Frank Ricciardi	ricciardif@wseinc.com	978-532-1900
Woodard & Curran New England, Inc.	Helen Gordon	hgordon@woodardcurran.com	781-613-0453

Appendix

PRF67 Environmental Consultant Performance Evaluation Form and Instructions

Records indicate that you retained a firm, via the PRF67 Environmental Consulting & Engineering Service Contract.

INSTRUCTIONS: Read each numbered category and the accompanying bulleted questions and assign a number (1 through 4) or N/A, if the appropriate response is “Not Applicable” to each numbered category. If you wish to add comments, please do so in the provided blank lines following each numbered section, add additional sheets as necessary.

Environmental and/or Civil Consultant:	<u>[INSERT CONSULTANT NAME]</u>	Date Completed:	<u>[INSERT DATE]</u>															
Project Name:	<u>{Projects.Name}</u>																	
Project Number:	<u>{Projects.Sequence}, {Projects.SuffixID}</u>	Task:	<u>[INSERT TASK]</u>															
Project Manager:	<u>{Projects.ProjectManager}</u>	<table border="1"> <thead> <tr> <th colspan="5">Performance Rating Scale</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>Unsatisfactory</td> <td>Fair</td> <td>Good</td> <td>Excellent</td> <td>Not Applicable</td> </tr> </tbody> </table>		Performance Rating Scale					1	2	3	4	N/A	Unsatisfactory	Fair	Good	Excellent	Not Applicable
Performance Rating Scale																		
1	2			3	4	N/A												
Unsatisfactory	Fair	Good	Excellent	Not Applicable														
User Agency:	<u>{LegalDocInfo.owner}</u>																	
Consultant's Project Manager(s):	<u>[INSERT CONSULTANT PM NAME(S)]</u>																	

1. Consultant's responsiveness to your request for services.

- Did the Consultant incorporate the articulated goals and criteria of the request?
- Did the Consultant analyze, interpret and discuss suggestions and issues in a professional manner?
- Did the Consultant facilitate the project meetings?
- Did the Consultant follow through on decisions made at meetings and respond to reviewer comments?
- Did the Consultant respond to the needs of your agency, regulatory authorities or others?

Rating:

Comments:

2. Consultant's adherence to established project budget limitations.

Rating: _____

- Did the Consultant review the cost estimate?
- Did the Consultant work creatively to achieve the project goals within the existing budget?
- Did the Consultant review and adjust the cost estimate to achieve the established project goals within budget limitations?

Comments:

3. Consultant's ability to effectively manage the project team and relay information to its consultants and personnel.

Rating: _____

- Did the Consultant keep the team members informed on issues?
- Did the Consultant effectively use the project team members as informational resources?
- Did the Consultant adequately review sub-consultants' work prior to submittals for review approval?
- Did the Consultant take responsibility for ensuring the quality of work from all sub-consultants and adequately coordinate the different sub-consultants' work in design & schedules?

Comments:

4. Consultant's ability to solve technical /design problems.

Rating: _____

- Did the Consultant address design constraints and take advantage of design opportunities?
- Did the Consultant identify design problems in a timely manner?
- Did the Consultant propose design alternatives and articulate their advantages/disadvantages?
- Was the Consultant able to balance technical issues and aesthetics issues?
- Did the Consultant provide innovative solutions to issues?

Comments:

5. Consultant's ability to submit complete submittals within the established project specific schedules and fee.

- Did the Consultant prepare submittals in accordance with the agreed upon schedule and work plan?
- Were the submittals complete?
- Did the Consultant alert the Project Manager to possible schedule problems in advance of delays?
- Did the Consultant staff the project appropriately and in keeping with their original application?
- Did the Consultant make requests for additional services fees for work that was within the scope of the contract?

Rating: _____

Comments:

6. Consultant's ability to manage its responsibilities in the regulatory/approvals process.

- Did the Consultant adequately research and document regulations and regulatory policies?
- Did the Consultant assist the Project Team in understanding codes/regulations and their implications?
- Did the Consultant pay adequate attention to regulatory restrictions during the design process?
- Did the Consultant make timely submittals of permit applications materials?

Rating: _____

Comments:

7. Quality of the Submittals.

- Were the materials submitted complete in all respects?
- Was the writing style/presentation clear and straightforward with adequate back-up?
- Were all comments and review requests adequately incorporated into the report/documents?
- Were contract documents sufficiently clear and complete that no addenda or only minor addenda had to be issued?
- Were the contract documents well-coordinated?
- Was the Consultant thorough and consistent in its use of graphic symbols and terminology?

Rating: _____

Comments:

8. Consultant's ability to provide construction administration.

- Did the consultant review and approve submittals in accordance with the specification?
- Did the consultant review submittals relative to the appropriate regulatory framework?
- Did the project require RFIs (clarity of specification)?
- Were there No-Fee Change Orders (adequacy of design)?
- Were project meetings conducted and chaired by the Consultant?
- Was the project progress monitored by the Consultant?
- Did the consultant take responsibility for ensuring the quality of work from all sub-consultants' and adequately coordinate schedules?

Rating: _____

Comments:

Total Score: _____

9. Overall Comments.

Evaluation Reviewed by: _____
User Agency Authorized Representative